

13 January 1986

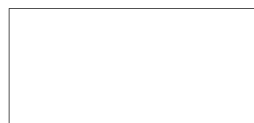
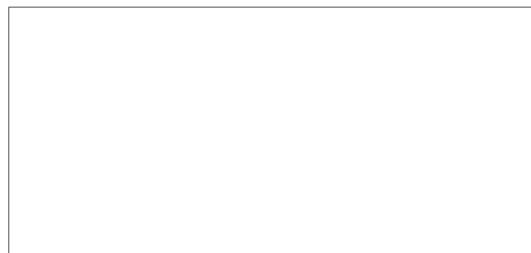
MEMORANDUM FOR: Chief, Information and Management Support
Staff, OL

FROM: [REDACTED]
Chief, Headquarters Operations, Maintenance
and Engineering Division, OL

SUBJECT: First Quarter FY86 Activities

1. Attached is the Headquarters Operations, Maintenance and Engineering Division's quarterly report of activities and events undertaken, or in process, during the first quarter of FY86. Included in the report is a statistical comparison of the first quarter FY85 experiences with those occurring during the first quarter of FY86.

2. A ten-minute presentation on the new initiative covering our contractor staffed "quick reaction field support team" and the experiences learned from its first deployment to [REDACTED] in December is recommended for an agenda topic at the next DDA Quarterly. If selected for inclusion in the agenda, [REDACTED] will present the briefing.



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INTERIOR DESIGN STAFF

The Pride in the Workplace campaign was completed with the publication and display of a third poster which addresses public areas.

IDS supervised the redecoration of the Ames Building lobby and redesigned and specified furniture and accessories in the South Building Reception Center.

CONFIGURATION MANAGEMENT STAFF

Configuration Management (CM) activities were carried out in three arenas during the quarter. The CM Staff provided secretariat support to two control boards and prepared the final text and illustrations necessary to publish CM documents. In addition, the staff played a vital role in the preparation of three briefings which were presented to the Headquarters Management Board, the Comptroller Staff and certain office directors.

Conceptual solutions to short and long term space assignments for the counterterrorism Intelligence Support Staff, Polygraph Division and Technical Directorate of the Office of Security were also developed.

HEADQUARTERS MANAGEMENT BOARD

During the first quarter of FY86 the Board met twice, on 7 October and 6 November. During these meetings the Board:

- 1) approved an Agency Space Allocation Document which has been reproduced and distributed;
- 2) decided on an option for filling the new Headquarters building;
- 3) narrowed down the alternatives for a new DDS&T facility;
- 4) approved a plan for locating the Counterterrorism Intelligence Support Staff;

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- 5) approved a short term solution for the Polygraph Division and Technical Directorate of the Office of Security, and;
- 6) delegated to the Facilities Management Board decision authority for noncontroversial changes to the Agency Space Allocation Document.

FACILITIES MANAGEMENT BOARD

The Facilities Management Board also met twice during the first quarter of FY86, on 20 November and 6 December. During these Board meetings it:

- 1) reviewed and processed six requests for change;
- 2) approved the distribution for comments of the Original Headquarters Building Baseline Document;
- 3) avoided sending duplicate requests for the same space to be allocated to the Headquarters Management Board by resolving the issue at their level, and;
- 4) assisted in the gathering of data for the compilation of the Original Headquarters Building Facility Baseline Document.

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